



Logistics Note

Date & Place

The Summit is being held from 15 to 18 October 2019 at the **Gürzenich** in Cologne, Germany.

Address: Gürzenich Köln

Martinstraße 29-37
50667 Köln

Tel: +49 221 821 24 34



Registration & Badges

You can pick up your badge and welcome package on Tuesday, the 15th of October from 9am onwards at the ground floor of the venue. Please bring/show the confirmation of your registration via email.

Travel & Accommodation

There is no charge to attend the event, but participants are expected to cover all costs of their transport and accommodation.

Please note that October is a high season for trade fairs in Cologne. It is therefore advisable to book your room as early as possible.

Hotel Suggestions

Within 15-minute walking distance to venue:

- **Motel One Köln-Neumarkt** (single rooms starting at 105,00 EUR per night)
200 rooms are reserved for participants. Be first to book a room until 02 September by submitting this form to koeln-neumarkt@motel-one.com
- **Hotel Mondial am Dom (4*)** (single rooms starting at 169,00 EUR per night)
Book a room until 15 September via email (H1306@accor.com), including the keyword “UNICEF call-in allotment” in your reservation

- **Hotel am Augustinerplatz (4*)** (single rooms starting at 151,00 EUR per night)
Book a room until 23 September via email (info@haa.de), including the keyword “CFCI Summit” in your reservation
- **Hotel Lyskirchen (4*)**(single rooms for 175,00 EUR per night)
Book a room until 02 September via email (lyskirchen@eventhotels.com), including the keyword “UNICEF” and the reservation number “461” in your reservation
- **Hotel Holiday Inn Express Koeln City Centre (3*)** (single rooms at 159,00 UER per night)
Book a room until 30 August via [this reservation link](#) or per email (Reservierung.Koeln@fmhos.com), including the keyword “UNICEF Event Guerzenich”
- **Hotel Ibis Koeln Centrum (2*)** (single rooms starting at 117,00EUR per night)
Book a room until 02 September by email (h1449-RE@accor.com) including the keyword “CFCI Summit”

Other options:

- **HRS Booking service (several options within 90-230 euros)**
Consult the HRS reservation portal [here](#) or contact the HRS Events Team Hotline at +49 221 2077 7320.
- **Ibis Hotel Koeln Messe (3*)** (single rooms at 116,00 EUR per night, 16min by tram)
Book a room until 01 September via email (h3744@accor.com), including the keyword “UNICEF call-in allotment” in your reservation
- **Ibis Hotel Koeln Airport (3*)** (single rooms at 131,00 EUR per night, 30min by metro)
Book a room until 02 September via email (H5008@accor.com), including the reservation number “55682”

Transport

Cologne is well connected with three international airports in the region: Cologne/Bonn (CGN), Frankfurt am Main (FRA), and Düsseldorf (DUS), with Frankfurt being the main airport for international flights.

Airports in Düsseldorf and Frankfurt am Main have direct train connections to Cologne central station (one hour from Frankfurt, 45 minutes from Düsseldorf), which is within walking distance (10 min) from the venue. Train tickets can be booked [here](#).

To search for public transport options in Cologne, you can visit the [transportation authority's website](#). The closest tram station and bus stop to the venue is 'Heumarkt', from there it is a 4-minute walk from the venue. Buses 106, 132 and 133 as well as tram lines 1,5,7 and 9 leave from there.

Summit Programme

The programme can be found on the [Summit Website](#). The official programme starts at 4.30 PM on Tuesday 15 October and ends by 2 PM on Friday 18 October.

The programme will also become accessible soon through the [Evenium ConnexMe](#) app, which can be downloaded for free at the [Android](#) and [IOS](#) app stores and accessed with your registration login details. The event code for the Summit will be shared shortly.

Languages at the summit

The working language of the Summit is English. Simultaneous translation will be available from English into German, French, Russian and Spanish.

Climate

In October, the climate in Germany is generally between 10-20 degrees (in Celsius) and quite rainy.

Persons with disabilities

The venue is fully accessible by wheelchair. Wheelchair access can be difficult on street pavements and public transport due to the lack of ramps. The major hotels have rooms and facilities to ensure smooth access for persons with disabilities. Most shopping malls have dedicated parking for persons with disabilities, as well as lifts where appropriate. In case you need further assistance or information on accessibility of facilities, please send us an email to cfcf@unicef.org.

Food and Beverages

Lunch and coffee breaks will be provided throughout the summit. There will be finger food served at the opening ceremony on Tuesday, 15 October and the Mayor's Reception on Thursday, 17 October.

Tap water is drinkable. Close to the venue you can find a variety of [restaurants and bars](#), which offer traditional German, but also international meals.

Taxis

Taxis are easily available in Cologne. You can either stop one on the streets (if the light is lit it is available) or you can order one online or by phone through several services. These are the three most common ones:

- “Taxi Ruf Koeln” (7 days a week, 24 hours) to be reached at +49 (0)221 2882 or [online](#). The drivers usually understand English.
- “Taxi Cologne” (7 days a week, 24 hours) to be reached at +49(0)172 5225454 or [online](#). The drivers usually understand English.
- “Cityruf Cologne” (7 days a week, 24 hours) to be reached at +49(0)221-2707070 or [online](#). The drivers usually understand English.

Emergencies

In case of emergency (ambulance, fire and rescue, police), call 112, a toll-free number that works 24/7 across the EU, Germany included. The 112 call centre immediately identifies the caller’s location. It has interpreting services covering as many as 80 languages.

Hospitals and Doctors

There will be paramedics present at the venue, but no doctors. If you’re an EU citizen, you and your family are eligible for medical care, so that you don’t have to return to your country of origin for treatment. However, you should get the **European Health Insurance Card (EHIC)** in your country, or any equivalent document proving that you have medical insurance in a member state, since this will entitle you to prompt medical care wherever you are.

If you don’t have this card (or an equivalent document), you’ll still get immediate medical assistance, though you may be fully charged for it. You may claim a refund from your health insurance company, according to the medical costs applicable in the country where you received treatment.

Medicines

Medicines in Germany must be bought at pharmacies, which you’ll easily spot by this sign (‘A’ for Apotheke):



Regardless of the time and the area where you are, you’ll always find one on duty, open round the clock, especially at the central station or the airport. Antibiotics are sold on prescription only.

Electrical adaptors

Electricity supply in Germany is **220V**. Plugs have two round pins. A standard travel adaptor plug will enable you to use appliances from abroad. Most hotels will supply you with one.

Credit cards and ATMs

Running out of cash is not a problem in Cologne, as **automatic cash points** can be found all over the city and some establishments accept **credit cards** as a form of payment (on the metro it is possible to pay by credit card, but not on urban buses).

Visa and MasterCard are the most widely accepted cards, American Express and Diners are less common. You should contact your bank if you wish to find out what commission they will charge you for using your card in Germany.

Not all establishments accept payment by card and some may request a minimum charge (between 5 and 10 euros). Thus, we advise you to have cash with you.

Mobile phone coverage

To make calls or to surf the Internet, you will need to bear in mind the mobile phone frequencies used in Germany. Depending on the bands supporting the telephone, we can have faster or slower data connection. Here are the frequencies and uses in Germany:

- BAND 20 - 800MHz: 4G
- BAND 8 - 900MHz: 2G and 3G
- BAND 3 - 1800MHz: 2G and 4G
- BAND 1 - 2100MHz: 3G
- BAND 7 - 2600MHz: 4G

It must also be taken into account that in Germany (like in most countries), the FDD (Frequency Division Duplex) is used whilst in China and some operators in the United States use the TDD (Time Division Duplex).

VAT & tipping

In all establishments, service is not included in the price. This means you should add 10% to your receipt. It's up to you whether you want to tip or not, but if you're happy with the service, you may want to leave a gratuity.

Exchanging money

During your stay in Germany, you'll need euros, the single European currency of the euro area whose notes and coins were introduced in 2002. The euro has eight coin denominations: 1, 2, 5, 10, 20 and 50 cents, and 1 and 2 euros, while bank notes come in denominations of 5, 10, 20, 50, 100, 200 and 500 euros.

Market conditions usually cause price fluctuations, so you should check the euro's exchange rates beforehand on the day of the transaction.

Tax-free (VAT Refund)

If you come from a non-EU country, you can reclaim VAT on items worth over 90.15 euros. Show your tickets or receipts for the goods at the tax refund counters at your respective airport.

Once customs officials have gone through your purchases and stamped your tickets, you can choose to post them back to the retailer in order to have the money credited to your credit card or bank account. Alternatively, you can get paid on the spot by registered VAT refund agents, which usually charge handling fees.

In order to get VAT refund in cash at the airport, you should buy in shops displaying a 'Tax Free for Tourists' sign and ask the sales assistant for a **tax-free form** showing the refund amount. The VAT refund agent will ask you to hand in your forms before they give you the money.